

PROJECT MONITORING

Monitoring is the way that the District of Columbia's Department of Housing and Community Development (DHCD) ensures that its funded projects are carried out in accordance with local and Federal funding source program requirements. The program funds that will be available in this NOFA offering are the Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) and the District of Columbia's Housing Production Trust Funds (HPTF) program funds.

(DHCD must ensure that property owners and managers develop their projects in compliance with CDBG and other Federal standards. The monitoring requirements outlined below ensures that all residential projects are constructed in compliance with the appropriate new construction and rehabilitation standards as well as the approved project plans, built in compliance with Federal regulations such as Davis Bacon labor standards, the Uniform Relocation Act, and environmental protection statutes, and marketed in compliance with fair housing laws including Section 504 of the rehabilitation.

Residential Projects

DHCD has determined that it will apply the federal laws and regulations to all projects and the more restrictive CDBG monitoring requirements, where appropriate, because the application of the CDBG requirements will allow for the maximum yield of low-moderate homeowners and renters and a longer affordability period for all units.

Initial Monitoring

Effective monitoring begins in the planning stages of the project and continues after the project funds have been expended and the project is completed. Successful property owners and managers will have to take into consideration the following items in the planning stages of the project as these requirements impact on the construction/rehabilitation cost and the income flow of the project:

Income Requirement – Twenty percent (20%) or more of the units in the development may be subject to income restrictions which will require the units to be marketed to persons or households earning between 0% - 80% of the Area Median Income (AMI).

Rental and Occupancy Requirements - Will dictate the rent structure for targeted units and the occupancy requirements for each type of unit, i.e., efficiency, 1-bedroom, etc.

Unit Reservation or Set-Aside Requirement – DHCD policy will require that a minimum of 20% of all available units or the number of units equal to the percentage of DHCD funding to the overall development costs of the project (whichever is greater) be set aside for low to moderate income persons and families as follows:

- ? For developments of 5 or less units – no reservation required

- ? For developments of 5 or more units – 20% of the units shall be reserved to persons or families in the 50% or less AMI. The remaining units shall be reserved for persons or families earning from 51% to 80% of AMI.

Affordability and Retention Requirements – The type of funding received by the project will determine the period of time the program-designated units will be subject to the income, rental/occupancy and unit reservation requirements.

The property owner, manager or developer must commit to ensuring that the income and rental requirements for each program-designated unit is maintained throughout a minimum 20-year retention period or the length of the loan, whichever is greater. Where there are specific program requirements (HOME/HPTF) for affordability and retention, DHCD will use whichever regulation provides for the maximum affordability period.

Section 504 Requirement – that 5% of the newly constructed or “substantially” rehabilitated units accommodate persons with mobility impairment and that an additional 2% of said units accommodate persons with vision and hearing impairments.

Lead-Based Paint Requirements – Are applicable to all rehabilitation and renovation projects. Property owners and managers must ensure that there are no existing lead hazards prior to construction. If there are existing lead hazards, then property owners and managers must take the appropriate methods and measures to ensure containment or removal of the hazard prior to completion of construction.

The Lead-Based paint information is contained in a separate document.

Long-Term Monitoring

The long-term review and monitoring of projects will occur annually for the duration of the affordability period in the following areas:

- ✍ **Income targeting/occupancy and rent controls.** Long-term monitoring is an important way to ensure that rental units assisted with its funds remain occupied by low-income households and that the rents charged to these tenants are affordable. Sustaining long-term affordability of units is particularly important in tight housing markets, with high housing costs.
- ✍ **Init condition.** DHCD expects that when it invests its funds in a property, the property will remain in decent, standard condition for a period of time. This is important to ensure health and safety of the tenants, important for promoting neighborhood revitalization efforts, and important for protecting the city’s financial investment. Inspections are one way to ensure that owners and managers are adequately maintaining their properties.
- ✍ **Equal treatment of all applicants** DHCD expects that all applicants will be treated fairly and without discrimination. Monitoring helps ensure that the city’s investment in affordable housing is available to all applicants irrespective of race, color, sex, age, religion, ethnic background, disability, or familial status.

MONITORING RENTAL AND HOMEOWNERSHIP PROJECTS

Homeownership Projects

Property owners or developers who receive loans or grants under the above-mentioned funding programs, to construct or renovate a residential unit(s), must commit to ensuring that the property is acquired by a low-moderate income household with an AMI of <80% and that the property is retained for low-moderate income owners throughout the affordability period.

The length of time of the affordability period is determined by the regulations of the funding source or by the length of the loan, whichever is greater. Failure to ensure the continuity of the income requirements for the ownership of the program-funded unit(s) will result in a default of the loan or grant agreement and the immediate repayment of the loan or grant.

Attached as **Exhibit Z-1 to Z-3** are the reporting and certification forms which will be used to initiate and continue the annual monitoring review of homeownership projects.

Rental Projects

Property owners and managers will implement the day-to-day operations of the rental property and make daily decisions that affect compliance of the project with the requisite program funding rules. Some property owners and managers will carry out these functions themselves; others will utilize property managers and property management firms.

Property owners and managers' monitoring responsibilities include, but are not necessarily limited to:

- ✍ Making sure the property meets and is continually maintained according to required building code standards, performs financially and;
- ✍ Ensuring that project personnel understand and implement program rules related to income, occupancy, affirmative marketing, and fair housing;
- ✍ Submitting annual reports and other documentation that may be requested by DHCD that document compliance with the program rules;
- ✍ Identifying and making available files requested by the OPM Monitor;
- ✍ Providing notice to, and making arrangements with, tenants whose units will be inspected; and
- ✍ Following up on any corrective actions that may be identified by the OPM Monitor.

Attached as **Exhibit Z-4 to Z-6** are the reporting and certification forms which will be used to initiate and continue the annual monitoring review of rental projects.

Monitoring CDBG Service Projects

CDBG funds are provided for service and community development projects as well as for residential projects. The underlying purpose for the application of CDBG funds is to ensure the projects funded thereby continually inure to the benefit of low to moderate persons and families.

DHCD has developed a reporting form to be completed by CDBG property owners and managers annually and submitted to DHCD staff. See **Exhibit Z-7** attached. Accompanying the reporting form is a suggested survey form that property owners and managers may use to collect from their individual program users the requisite information required by the report. See **Exhibit Z-8** attached.

Compliance with Federal Laws, Rules and Regulations

DHCD requires property owners and managers to certify that they will comply with the applicable federal standards that accompany DHCD's local and federal funding. Attached as **Exhibit Z-9** is the certification of compliance for all the applicable federal standards, which includes citations thereto. These certifications must be appropriately executed and submitted with the application. DHCD will regularly review and monitor compliance with these federal standards.

Also attached as **Exhibit Z-10** is the certification form for compliance with Section 504 of the Rehabilitation Act of 1973. All new construction and substantial rehabilitation projects must conform to the requirements of Section 504.

The **Exhibits** referred to above are the reporting and certification forms, which must accompany your submission package. Choose the appropriate form based upon the program funds you are requesting, [CDBG or HPTF] and the type of project contemplated, [ownership interests (fee simple, condominium, cooperative, etc.), rental, a public or community service project.] Upon receipt, these forms and certification documents will be the basis upon which monitoring activities will be implemented and reviewed annually.

The Project Manager assigned to each project will inform the property owners and managers of their responsibilities prior to loan closing, and then again at the time of the Final Draw.

Please refer to the Exhibit Checklist packages and the Request For Proposal Reference Guidebook for further information.

HPTF Rental Project Compliance Report - Period From: _____ To: _____
(To be submitted by property manager)

Affordability Period (year) # ____ of a
____ Affordability Period

Number of Section 504 units: _____

[illegible]

I certify the above information is true and correct. Owner or property manager signature: _____
Date: _____

³ Enter from HUD published limits for High or Low HOME Rent as applicable.

HPTF Occupancy/Ownership Reporting Form and Certification

HPTF Ownership Project Compliance Report - Period From: _____ To: _____
(To be submitted by property manager)

Project: _____

Total Percentage of units in project:

Address: _____

Total Number of HPTF units: _____

Date Submitted: _____

Number of Section 504 units: _____

**Affordability Period (year) # ____ of a ____
Affordability Period**

Unit #	# bed-rooms	Section 504 Designation ("Yes" or "No")	Owner name	Number in Household	Annual Income	Area median Income %	Date of Purchase	Purchase Price	Date of Sale	Sales Price	Comments		

Attach additional sheets as needed.

I certify the above information is true and correct. Owner or property manager signature:

_____ Date: _____

PJ reviewer: _____

Date reviewed: _____

CDBG Occupancy and Rent Reporting Form and Certification

CDBG Rental Project Compliance Report

(To be submitted by property manager)

Project: _____

Address: _____

Date Submitted: _____

Affordability Period (year) # _____ of a
 _____(year) Affordability Period

Total number of units in project: _____

Total number CDBG units: _____

Number and percentage of Set-aside Units #_____

Number of Low CDBG Rent units: _____

Number of High CDBG Rent units: _____

Number of Fixed Units: _____ Number of Floating
Units: _____

Number of Section 504 designated units: _____

[illegible]

Attach additional sheets as needed. I certify the above information is true and correct.

Owner or property manager signature: _____ Date: _____ PJ

reviewer: _____ Date reviewed: _____

¹ Including any owner-paid utilities.

² If tenant pays utilities, enter from PHA utility allowance worksheet. If utilities are included in rent, enter "Incl."

³ Enter from HUD published limits for High or Low HOME Rent as applicable.

CDBG Occupancy/Ownership Reporting Form and Certification

CDBG Ownership Project Compliance Report - Period From: _____ To: _____
(To be submitted by property manager)

Project: _____

Total Percentage of units in project:

Address: _____

Total Number of CDBG units: _____

Date Submitted: _____

Number of Section 504 units: _____

Affordability Period (year) # ____ of a ____
Affordability Period

Unit #	# bed-rooms	Section 504 Designation ("Yes" or "No")	Owner name	Number in Household	Annual Income	Area median Income %	Date of Purchase	Purchase Price	Date of Sale	Sales Price	Comments		

Attach additional sheets as needed.

I certify the above information is true and correct. Owner or property manager signature: _____
Date: _____

PJ reviewer: _____ Date reviewed: _____

**COMMUNITY DEVELOPMENT BLOCK GRANT
ANNUAL BENEFICIARY REPORTING FORM
AND
CLIENT/BENEFICIARY SURVEY**

Name of Developer: _____ Date: _____

Address of Developer: _____

Phone Number: _____

Name of Project: _____ Amount of Funding: _____

Address of Project: _____ LMA: * _____

Phone Number: _____

Contact Person: _____

QUESTIONS

JOB CREATION – ECONOMIC DEVELOPMENT

Low to Moderate Income Area? ____ Yes ____ No

1. # of jobs currently utilized by the project:

Non-Construction

Full-time Employees (FTE)? _____ # of L/M FTE? _____

Part-time Employees (PTE)? _____ # of L/M PTE? _____

2. # of jobs to be created by the project:

Construction

Full-time Employees (FTE)? _____ # of L/M FTE? _____

Part-time Employees (PTE)? _____ # of L/M PTE? _____

Non-Construction

Full-time Employees (FTE)? _____ # of L/M FTE? _____

Part-time Employees (PTE)? _____ # of L/M PTE? _____

3. Total Percentage of Low/Moderate jobs created by the project. _____

* To be filled out by Department or Agency

**COMMUNITY DEVELOPMENT BLOCK GRANT
ANNUAL BENEFICIARY REPORTING FORM
AND CLIENT/BENEFICIARY SURVEY, contd.**

HOUSING

1. Total # of Housing units:
 - a. To developed or renovated. _____.
 - b. Developed or renovated. _____.
2. Total # of units currently occupied. _____.
3. Total # of Low/Moderate Income housing units for this project? _____.

BENEFICIARIES

1. Number of Low/Moderate income persons served by the project?
 - a. Individual persons _____
 - b. Heads of Households _____
 - c. Female Heads of Households _____
2. Race/Ethnicity of persons served by this project?

WHT	_____	HI/PCF	_____
WHT/HSP	_____	HI/PCF/HSP	_____
BLK	_____	IN/WHT	_____
BLK/HSP	_____	IN/WHT/HSP	_____
ANS	_____	ASN/WHT	_____
ASN/HSP	_____	ASN/WHT/HSP	_____
HSP	_____	BLK/WHT	_____
HSP/ETHNC	_____	BLK/WHT/HSP	_____
ANS/HSP	_____	IN/BLK	_____
AMR/AK	_____	O/MULT	_____
AMR/AK/HSP	_____	O/MUL/HSP	_____
3. Number of beneficiaries served in the income ranges below:
(Check more than one, if applicable)

\$0 - \$30,000	_____
\$31,000 - \$60,000	_____
\$61,000 - \$90,000	_____
\$91,000 - \$120,000	_____

DHCD/CDBG CLIENT/BENEFICIARY SERVICE SURVEY

FORM

Client Number _____

Male _____

Female _____

1. Check the quadrant of the city in which you currently live. 2. In which Ward do you live? Ward _____

_____ N.W.

_____ S.W.

_____ N.E.

_____ S.E.

3. How often do you use these services?

_____ Once only

_____ Periodically

_____ Often

4. Status

Single _____ Number of members in household _____

Married _____ Number of members in household _____

5. Race/Ethnicity

WHT _____

WHT/HSP _____

BLK _____

BLK/HSP _____

ANS _____

ASN/HSP _____

HSP _____

HSP/ETHNC _____

ANS/HSP _____

AMR/AK _____

AMR/AK/HSP _____

HI/PCF _____

HI/PCF/HSP _____

IN/WHT _____

IN/WHT/HSP _____

ASN/WHT _____

ASN/WHT/HSP _____

BLK/WHT _____

BLK/WHT/HSP _____

IN/BLK _____

O/MULT _____

O/MUL/HSP _____

6. Salary Range

\$0 - \$20,000 _____ \$21,000 - \$30,000 _____ \$31,000 - \$40,000 _____ \$45,000 - \$50,000 _____

\$51,000 - \$60,000 _____ \$61,000 - \$70,000 _____ \$71,000 - \$80,000 _____ \$81,000 - \$90,000 _____